

**BY ORDER OF THE COMMANDER
HEADQUARTERS, 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5607**



AIR FORCE INSTRUCTION 33-117

**KIRTLAND AIR FORCE BASE
Supplement 1**

15 JULY 1999

Communications

VISUAL INFORMATION (VI) MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Kirtland Web site: <http://www.kirtland.af.mil>. If you lack access contact the Publishing Office (377 CS/SCSP).

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This supplement applies to all Kirtland Air Force Base organizations serviced by the Support Flight.

AFI 33-117, 18 May 1999, is supplemented as follows:

- 1.6.1. The Support Flight (377 CS/SCP) chief serves as the base visual information manager (BVIM).
- 1.6.2.8. Coordinate Host Tenant Support Agreements for audiovisual support through Wing Plans (377 ABW/XP).
- 1.6.2.9.3. The Support Flight will complete all equal priority requests on a first-come, first-served basis. The following are the guidelines for visual information request priorities:
 - 1.6.2.9.3.1. Priority 1:** Emergency requests where time is of the essence (i.e., aircraft accidents, accident investigation boards, intelligence gathering, base disasters, other serious accident or incidents). These requests will preempt all other priority work.
 - 1.6.2.9.3.2. Priority 2:** Requests that are bound by time constraints (i.e., briefing materials, Public Affairs photo support, Air Force Office of Special Investigations, investigations of a non-emergency nature). The flight will finish these products in 3 to 5 workdays. Complex projects may require more time. Please coordinate them well in advance.
 - 1.6.2.9.3.3. Priority 3:** Requests of a recurring nature that can be planned in advance (i.e., award ceremonies, charts, nametags for briefing rooms). The flight will complete these requests in 7 workdays. Coordinate complex requirements with the appropriate audiovisual supervisor.
- 2.1. The Support Flight manages the Base Visual Information Support Center (BVISC). For information pertaining to audiovisual products or services not covered by the BVISC definition (e.g., still/video documentation, video and multimedia production) contact 377 CS/SCP.
 - 2.1.1. Contact the Multimedia Laboratory (377 CS/SCPM) for still photographic support during duty hours (0715-1600). For emergency still photographic support after 1600, contact the Kirtland Command

Post and request the alert photographer. Units are encouraged to combine promotion and personal recognition ceremonies into a single monthly event to permit optimum use of photographers. SCPM will provide recognition ceremony coverage on a first-come, first-served basis within the structure of a priority 3 request (see paragraph 1.6.2.9.3.3.)

2.1.3. Presentation services are not available.

2.5. The Multimedia Laboratory or appropriate annex activity will notify customers when their finished products are ready for pickup. Laboratory personnel will only release classified products to individuals with a DD Form 577, **Signature Card**, on file in the Customer Service Center, Multimedia Laboratory.

6.6.1. Organizations having visual information products worthy of submission to the archives should contact the BVIM.

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